

Oakwind HOA

Minutes of Meeting

Meeting Number: 2016-01



Purpose of Meeting:	Handover and Transition to new BOD.		
Date:	2016-01-12	Start Time:	19:00
		End Time:	20:30

BOD Members:	Gary Dasaro – Outgoing Analia Murray – Outgoing Todd Shea – Carryover Marcus Payne – Incoming Manuel Rosas - Incoming	Management Company:	All In One (AIO) Denise Hindes
Prepared by:	Manuel Rosas		

Agenda:	<p>Handing over from previous BOD members:</p> <ul style="list-style-type: none"> • Transitions Documents. • Recently completed items. • Handing over open items. • Handing over new items <p>2016 BOD:</p> <ul style="list-style-type: none"> - New Items
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Notes	Actions	Status
Handing Over:		
Transition Documents		
- Hand off keys, codes, files, documents, etc. any missed item will be handover as needed or requested by new BOD.	If any still pending outgoing members will provide as needed.	Complete
- Closing Documents received: <ul style="list-style-type: none"> o Operating Account Balance as of 2015-12 o Reserve Account Balance as of 2015-12 o December Bank Account Reconciliation o December Income/Expense Statement o December Invoice Summary o 2016 Budget Proposal 		Complete
- At this time Todd Shea informed the team that after volunteering for the last three years on the board, he has decided to step down. He resigned his seat on the board and the two remaining elected members can/will appoint a backfill for the rest of his term as per the governing documents. He remains available to the current board for any follow up items as needed.		
Recently Completed Items		
- AIO is reviewing ARC requests now that the ARC has folded.		Complete
- Entrance lights replace light bulbs.		Complete
- December HOA meeting and board elections.		Complete
- Replace temporary turn arrow on Antioch with a permanent one.		Complete

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- Deliver replacement mailbox to the Chamberlains. (3 mailboxes are in storage for future needs of homeowners).		Complete
- Repair irrigation pump.		Complete
- Meet with Dennis and Bill to discuss tennis seating proposal		Complete
- Waive fines for homeowners.		Complete
Handing Over Open Items		
- Memorial tree - Landscaping committee met (Ginger Byrd) with landscaper to make recommendation on tree and placement. Will follow up with the Clark family to finalize plans.	Landscape committee	In-progress
- Tennis seating and shade, this capital improvement project is in progress. The tennis committee is meeting with the selected builder to draft a plan for seating, shade and possibly water and power. We expect this project may be completed in phases over time. The committee will meet with the directors in the coming weeks to finalize the approach and budget.	BOD – Tennis Committee to revisit the previous proposal	In-progress
- Sidewalk extension – A number of homeowners have requested the sidewalk that partially surrounds our tennis courts be extended to complete a circuit to form a better walking trail. Directors, committee members and most attendees felt it is a good idea. The team will consider this for a capital improvement going into 2016 after plans are finalized for the tennis seating/shade project	BOD – Tennis, Landscape committees to review master plan and inform residents before proceeding to do anything.	In-progress
- Compliance notifications - our management company will begin using a new system to manage our compliance letters. It is a digital system and is expected to be much friendlier in tone and will utilize images that can be emailed to better identify areas of concern.	BOD to review letter templates before releasing new notifications to residents.	In-progress
- Parking lot gate – A brick or other cosmetic surround for the gate.	BOD – Landscape committee to review ideas and add to master plan for common areas.	In-progress
- Parking lot gate – plans are to add reflective markers and or signs to the afterhours gate as well as a decorative surround and or landscaping. The gates are typically opened at 8:00am and closed at 10:00pm. Homeowners needing access other than those time or if the gates have not been already opened are welcome to open the gates themselves. Please make sure to latch the gates fully open and close them behind you if it is after hours.	BOD – Landscape committee to review ideas and add to master plan for common areas.	In-progress
- Additional security signage (cameras, towing) – additional signs will be installed to emphasize that our common areas are under camera surveillance and that we have the right to tow any unauthorized vehicles.	Gary Dasaro to bring signs and leave at storage room.	In-progress
- Pool deck – evaluate large crack in the pool deck running along the entire width of the deck.	BOD to contact DC Pools and meet to discuss issue.	In-progress
- Bulletin board – purchase new letters	BOD to proceed and	In-progress

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	request volunteers to be in charge.	
- Landscaping refresh (pine straw)		In-progress
- New pool gate – collecting bids, the current entrance gate to the pool from the parking lot has been repaired more than once and is now rusting out at the bottom and needs to be replaced	AIO	In-progress
- Winter neighborhood review for compliance issues is being scheduled	AIO	In-progress
Handing Over New items		
- Parking lot gate – posts are in need of repairs, someone may have been swinging on the gate and it has been pulled of center. Also the smaller latch posts have worked loose (reseat the concrete bases)	AIO to contact subcontractor and discuss.	
- Tree house – unapproved tree house being built in the HOA easement property. Behind properties 5992 Chinook Ct., 6186 Windflower Dr., 6104 Windflower Dr. 	BOD to follow up, find out who is building it; if on common area it is not approved and must be removed, if on a homeowner's property then it requires ARC approval.	
- Clubhouse fire detectors – it seems the detectors keep going off – dead batteries? Old detectors? Rewired?	Club House committee to investigate more.	
- A home owner recently questioned if the annual dues have increased. The answer is “no”. our dues have never increased. That particular home owner also had a past due late fee which they mistook as an increase in dues.		
- 2015 Completed items list was reviewed as per attachment A to this MoM.		
2016 BOD – New Items		
- AIO to prepare a master contact list of all hired companies, maintenance, repairs, etc.		
- BOD to schedule 1 st meeting and schedule quarterly or every other month meetings with residents.		
- BOD to schedule meeting with all current committees.		
- REMINDER to all home owners: <ul style="list-style-type: none"> o There are still open positions on existing committees and plenty of room for anyone that would like to actively participate. Anyone interested please contact our management company or any of the board members. 		
- Next steps for all actions items were agreed upon.		
- Meeting was called to a close at 20:30 hours.		
End of Document		



Attachment A

2015 Completed Items – these were reviewed

- Sidewalk repairs around the neighborhood – completed
 - Reminder – there is a link on the website to download an app for reporting sidewalk, curb, and lighting issues to Cobb County-YourGov available on iTunes for free
- Landscaping for common grounds – new contractor has been selected, refresh is in progress, dead Hawthorn Bushes to be replaced shortly – completed
- Pool service contract – feedback has been given to the current service provider and the decision has been made to renew the contract with them for one more year – completed
- Pool furniture – the Pool Committee has researched options for repairs and replacement. They purchased 5 new pool tables, bases and umbrellas, re-straped and repainted all lounges and chairs and purchased 11 additional chairs – completed
- Resident concerns about speeding in the neighborhood – a radar sign was positioned in the neighborhood in two different locations for a number of days and two new 25MPH Speed Signs have been installed in the neighborhood and converted with new decorative posts – completed
- Irrigation system – a new service provider has been selected and has completed repairs and an overhaul of the common area irrigation system and pump – completed
- Tennis court signage – the Tennis Committee recently installed updated league and court number signage around the courts – completed
- Tennis court drainage project – a new drainage system has been installed around all the tennis courts and the lighting posts have been straightened – complete
- Maintenance – possibly paint over graffiti on trash can by the playground that pressure washing did not fully remove- completed
- HOA taxes – 2014 tax returns were reviewed and signed
- Spring Garage Sale – dates are 4/24 & 25, bulletin board and website have been updated
- Spring review for neighborhood covenant compliant is coming up. Usual items this time of the season are early weed control and mildew on shady sides of the houses
- Mailboxes – in general, many of the mailboxes around the neighborhood require maintenance. A communications plan for reminders of standards and services available to straighten, paint, refresh decals, etc are being drafted in advance of an inspection
- Open seat on the board - Analia Murray has volunteered to fill the remaining open seat on the board - Todd and Gary met with Analia, agreed to add her to the team. She and her husband Robert are recent residents to our community. Analia has a background in finance, executive experience, and is a RN, please welcome her – completed
- Amenities monitor - pool committee screened candidates and selected Ashley Lewis, she is now monitoring use of the common areas, providing light cleaning and organizing and closing the facilities at 10pm each night, we've seen a significant decrease in broken equipment, trash and vandalism plus received a lot of positive feedback from residents on her presence – completed

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- *Replace pool gasket – completed*
- *Select new pool service provider DC Pools – completed*
- *Security cameras - DVR was replaced, cameras are operational and in use by the board, amenities monitor and a resident police officer – completed*
- *Replace clubhouse AC – completed*
- *Overnight street parking - reminder letter – completed*
- *Pool opening - multiple requests for pool access code and key – completed*
- *Land use - The management company has completed a review of the Oakwind Covenants and a contract attorney is being engaged to review the analysis and recommendations from the land use committee. Discussed feedback from attorney with the committee, board decided to put next steps on hold for now - on hold*
- *Mailbox conditions - heads-up to residents communicated in spring letter, next management company inspection will emphasize mailboxes in poor condition – completed*
- *After hours security - we have seen clear improvements because of the amenities monitor but we are still seeing a fair amount of use of the facilities after she closes (10pm), much of which is by non-residents: loitering in the parking lot, cars left in the parking lot for carpooling, evidence of sexual activity on the grounds, teens climbing over the tennis court and pool fences, etc. The board and committees are discussing additional steps to take in order to increase the level of security after hours. Items under consideration include:*
 - *Additional signage enabling towing*
 - *Additional signage indicating the use of 24 hour cameras*
 - *Additional lighting for the parking lot*
 - *Stickers (warnings) for cars left in the parking lot without permission*
 - *After hours gate for the amenity parking lot*
 - *Creating a basketball committee to help monitor appropriate use of the courts*
 - *Increasing use of police to clear after hour use of the facilities – completed*
- *Pool Pump Repairs – additional repairs were needed for one of the pool pumps – completed*
- *Playground Mulch – mulch around the playground was refreshed – completed*
- *Refresh Reserve Study – the board decided not to run a refresh of the reserve study at this time (the estimate was \$500). Current capital projects underway were already accounted for in the study and we are within our long-term forecast. The study will be refreshed at some later point in the future as needed – closed*
- *After-hours Gate for Parking Lot – After continued security issues including multiple confrontations with non-residents the board consulted with the pool and tennis committees and decided to install a gate for the parking lot. It will be closed after hours (10:00 PM) and is expected to reduce damage to our common area and increase security. Any home owner can request after-hours access as needed. The gate itself has been installed. A brick or other cosmetic surround for the gate is planned and designs are under review, gate completed/surround in progress*
- *Common Area Landscaping – Meeting scheduled for 8/3 to review progress of refresh of the common area plantings and provide feedback to the landscaper, landscaping committee and some board members to attend – completed*
- *Mailbox Compliance – management company has begun identifying mailboxes in need of repair and or replacement. It seems the original mailbox is no longer*



available from the manufacturer, a suitable replacement is being selected and will be communicated, (The Chamberlains are waiting for the replacement of their damaged mailbox) – completed

- *Security – security around the common areas, while improving, continues to be a concern. Recent incidents, all occurring after hours (very late in the night, almost all by nonresidents) include: pool access, suspicious internet usage (observed via security cameras), sexual activity in parked cars, parking and access of playground and common areas. The board continues to work with committee members, the amenities monitor and law enforcement to address. Additional updates: • After hours parking gate installed • Additional signage (security camera, towing) on order • Warning stickers for unapproved overnight parking in use (residents can always request overnight parking for occasional one-off events) • Additional lighting under consideration*
- *Delinquent Homeowner Dues – a number of repayment plans have been established, the remainder of the delinquencies were forwarded to the attorney for legal action after final letters and courtesy phone calls were unanswered or declined – completed*
- *Repair Picnic Table – one of the picnic tables in the covered area by the pool was vandalized. The damage was by a resident (minor) identified on the security cameras. The family was contacted and has offered to make repairs. Otherwise the cost of the repairs will be charged to the family. Family repaired – completed*
- *Old Items- a homeowner brought up a few old business items. The detail and decisions associated with those topics was provided: • Term Limits (for board members?) – current and previous board members generally support term limits but our governing documents would need to be amended and that is not easily done. Practically speaking it's very difficult to get enough volunteers to fill the board and committees as it is. • Speed Bumps – controlled by the county, review conducted, determined to be not warranted • Speed Signs – controlled by the county, review conducted, three additional signs installed • Stop Signs – controlled by the county, review conducted, determined to be not warranted • Radar Speed Sign – installed (temporary) and used for several days, could be requested again • Baby Pool – costs estimates were around the \$35K range, decided to not proceed • Bike Path – this appears to be the same as the walking path extension currently under consideration*
- *Financial Review –Current 2015 operating budget is forecasted to be on plan for the year. That includes the addition of our Amenities Monitor as well as the pool gate and parking lot resurfacing projects. Neither of those projects were funded out of the capital reserve. • The reserve fund is healthy and in line with our recent Capital Reserve Study recommendations. • Approximately six home owners are not current on dues. We are in various stages of negotiating payment plans and or escalating to collections where needed – completed*
- *New pool service provider – selected at the beginning of the season, service has been good and feedback from the pool committee has been positive – closed*
- *New pool furniture, maintenance and repairs (multiple) all have been completed, pool closing has been scheduled – completed*
- *Landscaping – replacement of dead bushes and Spring refresh were completed. A Fall refresh is in progress lead by the landscaping committee – completed*
- *Concerns about speeding on the streets – Radar speed sign rotated through*

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again, three additional speed limit signs were installed – completed

- *Amenities monitor – was hired at the beginning of the pool season, positive feedback from all, significant reduction in property damage and misuse of our facilities has resulted*
- *Parking lot resurfacing and repainting – these needed repairs were recently completed. There is a 20 year warranty on the blacktop. Related note: The county is responsible for our streets and we are responsible for the common area parking lot. A home owner reported that they believe the streets in our neighborhood are on the schedule for repaving in the near future*
- *The Fall neighborhood garage sale is scheduled for October 2nd and 3rd – completed.*